

Smiley Bee Employment Application Form

SECTION 1: PERSONAL INFORMATION

| | | | |
|---------------------|--|----------------|--|
| Name: | | | |
| Address: | | | |
| | | | |
| Email Address: | | | |
| Phone No: | | Referred by: | |
| Social Security No: | | Date of Birth: | |

SECTION 2: EMPLOYMENT DESIRED

| | | | | | | |
|---|--|---------|------------------------------------|----------|-----------------------------------|----------|
| Activities You Would Enjoy: | <input type="checkbox"/> Drink Making <input type="checkbox"/> Food Serving <input type="checkbox"/> Rolled Ice Cream <input type="checkbox"/> Cashier <input type="checkbox"/> Food Prep Work <input type="checkbox"/> Cleaning <input type="checkbox"/> Baking <input type="checkbox"/> Cooking Simple Breakfasts <input type="checkbox"/> Cooking Simple Meals Date You Can Start: <input type="checkbox"/> Making no bake/cook goods <input type="checkbox"/> Food Decorating <input type="checkbox"/> Seasonal/Party Decorating <input type="checkbox"/> Leading Kid Activities <input type="checkbox"/> Leading Adult Activities <input type="checkbox"/> Social Media Reels/Images | | | | | |
| Have you ever been convicted of a criminal offense? | <input type="checkbox"/> Yes | | <input type="checkbox"/> No | | | |
| Are you legally entitled to work in the USA? | <input type="checkbox"/> Yes | | <input type="checkbox"/> No | | | |
| Desired employment type | <input type="checkbox"/> Full Time | | <input type="checkbox"/> Part Time | | <input type="checkbox"/> Seasonal | |
| Starting out, we are planning to be open Mon-Sat 5 AM to 9 PM and Sun 11 AM to 7 PM, possibly later on special occasions or local events. What hours would you be reliably available: | | | | | | |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | | | | |

SECTION 3: EDUCATION HISTORY

HIGH SCHOOL

| Name & Location | Years Attended | Diploma |
|-----------------|----------------|---------|
| | | |
| | | |

COLLEGE

| Name & Location | Years Attended | Degree |
|-----------------|----------------|--------|
| | | |
| | | |

TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL

| Name & Location | Years Attended | Degree |
|-----------------|----------------|--------|
| | | |
| | | |

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SECTION 4: COMMUNITY INVOLVEMENT / CLUBS INVOLVED IN / ETC.

(Can list more on another sheet of paper)

| GROUP/ACTIVITY | FREQUENCY | DUTIES PERFORMED | |
|----------------|-----------|------------------|--|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

SECTION 5: WORK EXPERIENCE

(Start with present or most recent first and work back. Can list more on another sheet of paper)

| | | | |
|--------------------|--------------------|--------------|---|
| Job Title #1 | Start Date | End Date | May we Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Company Name | Supervisor's Name | Phone Number | |
| City / State / Zip | Reason for Leaving | | |
| Duties Performed | | | |

| | | | |
|--------------------|--------------------|--------------|---|
| Job Title #2 | Start Date | End Date | May we Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Company Name | Supervisor's Name | Phone Number | |
| City / State / Zip | Reason for Leaving | | |
| Duties Performed | | | |

| | | | |
|--------------------|--------------------|--------------|---|
| Job Title #3 | Start Date | End Date | May we Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Company Name | Supervisor's Name | Phone Number | |
| City / State / Zip | Reason for Leaving | | |
| Duties Performed | | | |

| | | | |
|--------------------|--------------------|--------------|---|
| Job Title #4 | Start Date | End Date | May we Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Company Name | Supervisor's Name | Phone Number | |
| City / State / Zip | Reason for Leaving | | |
| Duties Performed | | | |

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SECTION 6: REFERENCES

| NAME | PHONE NUMBER | RELATIONSHIP | YEARS ACQUAINTED |
|------|--------------|--------------|------------------|
| | | | |
| | | | |
| | | | |
| | | | |

SECTION 7: ANY ADDITIONAL NOTES, COMMENTS, CONTINUATIONS, ETC.

SECTION 8: ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

APPLICANT STATEMENT

☐ An acknowledgment of the truthfulness of the information provided.

☐ Consent for the employer to conduct background checks.

☐ Understanding of employment at-will.

Signature of Applicant

Date

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| OFFICIAL USE ONLY | |
|------------------------------|-----------------|
| INTERVIEWER'S REMARKS | |
| Date: | Interviewed by: |
| Recommendation: | |
| APPROVALS | |
| _____ | _____ |
| Employment Manager Signature | Date |

Instructions for Applicants:

- Fill out all sections completely and accurately.
- Use additional sheets if necessary to provide complete answers.
- Sign and date the application.

Submission:

Return the completed application to the HR department or the location specified in the job posting.